

Managing Requirements with Dates Script

Welcome to ACEMAPP! In this video, we will walk you through how to enter in completion and expiration dates for your members. This will apply if your entity or a partner entity does not allow for documents to be uploaded into ACEMAPP. There are two ways to enter dates for your members. You may do this one member at a time or if you have multiple members you need to update, you can do this in bulk.

If you have questions or would like more information, you may view our Help Desk or you can contact ACEMAPP Support.

From your home screen, click on "Members" and then select the member type in the "Affiliations" column. Locate the member in your list and click the "Requirement" icon in the Actions column. Locate the correct requirement name and enter the completion date and expiration date if applicable. Once you have made all your changes, you can click the "Save" button.

To enter in dates for multiple students, you can complete the following process. From your home screen, click the "Members" tab, from the drop-down to select the appropriate member in the Affiliation column. Next, locate the students that you need to enter requirement dates for. Once you locate the students, check the box next to their name. Once all students are selected, click the "Select" tab and select "Export Selected" from the drop-down. Click the "Download CSV" button. Once the CSV file has been downloaded, open the file and complete the appropriate columns.

Be careful to not make changes to any of the column headings or columns A-H. Locate the requirements that you would like to enter dates for by using the column headings. Put in the date for the appropriate members. Make sure you enter the dates using two digit month, two digit day, and the 4 digit year. Once all information is entered, save the file. Make sure it is saved as a CSV file. Once your CSV file has been updated and saved, go back into ACEMAPP. Go to the Member by Affiliation table. Then the Create tab and Bulk Upload click "Start Upload Process" to upload. Select the program you are uploading, and click "Browse" to choose your completed file then click "Submit".

Information from the CSV file will be available for your review. Please review and edit the information as needed, making sure there are no errors. Any fields that are highlighted in red will need to be updated. Make sure that completion dates are today's date or in the past. Make sure expiration dates are in the future. Once all fields are highlighted blue, click "Submit".

You can click "Start Over" to go back to the original information prior to uploading it. Any changes you made before clicking on the "Start Over" button will be lost.-

You will receive a confirmation window to verify that your changes have been completed.

If you have any questions or would like further assistance, please contact us at 844-223-4292 or you may email us at support@acemapp.org